

ONLINE INSTRUCTIONS/CHECKLIST FOR APPLICATION FOR PROVISIONAL LICENSE TO PRACTICE AS A SPEECH-LANGUAGE PATHOLOGIST IN VIRGINIA (New Graduates Only)

READ THE FOLLOWING INFORMATION CAREFULLY BEFORE PROCEEDING:

- **Laws and Regulations:** Application requires an attestation to having read the applicable [laws and regulations](#).
- **Application documentation:** Applicant is responsible for notifying the source of the required documents to submit information directly to the board office by email, fax or postal mail. Optional form for [licensure](#) verification is available. Please allow 21 business days from initial mailing for board staff to receive and process an application. An initial email will be forwarded that provides notification of receipt and a list of any missing application documentation.
- **Application fee and payment receipt:** An online application fee of **\$50.00** is required. **All fees are nonrefundable.** A receipt may be printed upon approval of an online payment.
- **Application tracking:** To view the application checklist, [log into](#) to the individual application account and select “View Checklist” located in the “Pending Licenses” section. The link is not visible to applicants or the Board until required fee is paid. Allow approximately 21 business days for initial update to the checklist. Subsequent updates occur and documentation is received. For issues related to the checklist, send email to audbd@dhp.virginia.gov.
- **PRAXIS Scores:** Please use Board code 9347 to have your PRAXIS scores released to the Virginia Department of Health Professions’ Board of Audiology and Speech Language Pathology.
- **National Practitioner Data Bank Query (NPDB):** Please request a current [digital self-query report](#) from the NPDB. There is a processing fee charged by NPDB for this service. Upon receipt of the digital report, please email the report to the board office at audbd@dhp.virginia.gov.
- **Initial license expiration dates:** Provisional licenses expire 18 months from date issued. (**Note:** An application for a full license is required prior to expiration of a provisional license if planning to continue practicing in Virginia.)
- **Supervision/Supervisors:** Specifically review [§54.1-2604](#) of the *Code of Virginia* and [18VAC30-21-70 \(D\), \(E\), & \(F\)](#) of the [Regulations Governing the Practice of Audiology and Speech-Language Pathology](#). (**Note:** Supervisors are no longer required to notify the Board of the intent to provide supervision for a provisionally licensed speech-language pathologist.)
- **Board Communication:** The Board’s method of communication with applicants is via email.

DOCUMENTATION FOR PROVISIONAL LICENSE

- Verification of degree or coursework:
 - Transcript sent directly from school to board office at audbd@dhp.virginia.gov conferring degree from an accredited graduate program in speech-language pathology; OR
 - Documentation from a college or university whose program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association or an equivalent accrediting body. (Note: The board office accepts written documentation on school letterhead from the Department Head/Dean verifying completion of all didactic coursework required for the graduate degree.)
- Passing score on qualifying national examination (Note: Applicant is responsible for ensuring a PRAXIS score is released to Virginia. The board office will retrieve the score.)
- Submission of NPDB [digital self-query report](#).